

~~March 3, 2020~~ - **Revised April 13, 2020**

PROCUREMENT AND CONTRACTS INFORMATIONAL CIRCULAR 20-01

SUBJECT: *Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2020 and begin Fiscal Year 2021*

I. GENERAL INFORMATION

To allow the Office of Procurement and Contracts sufficient lead time for processing Purchase Requisitions funded from the current fiscal year appropriations, all agencies are expected to comply with the submission schedule outlined below.

Because the submission schedule provides only minimal processing time, *agencies are urged to submit requisitions as noted in the below schedule*. Also, agencies are urged to establish internal procedures in order to meet these deadlines.

Agencies can submit requisitions for FY20 and FY21 prior to the dates indicated below. However, priority will be given to those requisitions which are in immediate need based upon the dates. For example, if there are requests for bid events for both FY20 and FY21, the FY20 request will be given priority, if received before May 1, 2020.

When submitting a requisition for an FY21 bid solicitation it is the responsibility of the agency to type "FY21 FUNDED TRANSACTION" in the justification/Comments field on the requisition, but not at the line level. Should this not be done and the requisition is approved, it will need to be resubmitted.

If Exceptions or deviations from the schedule are needed, this will require written justification by the agency head and approval by the Director, Office of Procurement and Contracts (Director of Purchases).

II. PROCESSING REQUISITIONS THAT REQUIRE BIDDING

In considering when to submit requisitions described below, please consider the amount of time it might take to review bid documents, negotiate with RFP respondents, and to prepare Purchase Order documents.

FY20 Funded Transactions

- A. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for an FY20 transaction, submit the purchase requisition by the close of business, **Monday, April 13, 2020 April 20, 2020**.
- B. If the amount of a non-RFP purchase is estimated to **exceed** fifty thousand dollars (\$50,000), submit the purchase requisition by the close of business, **Thursday, April 16, 2020 April 23, 2020**.
- C. If the amount of a purchase is estimated to be **less than** fifty thousand dollars (\$50,000) submit the purchase requisition by the close of business, **Thursday, May 21, 2020**.
- D. Exceptions or deviations from this schedule will require written justification from agency head and approval by the Director of Procurement and Contracts.

III. FY21 Funded Transactions

- A. Requisitions for FY21 funded transactions that require bidding may be entered in SMART starting **May 1, 2020**.
 - The Requisitioner or Agency Approver must type "FY21 FUNDED TRANSACTION" in the **Justification/Comments** field on the requisition; and
- B. The Procurement Officer will change the budget date on the requisition to reflect an FY21 date.
- C. Pre-encumbering agencies will see a pre-encumbrance in current fiscal year until the budget date is changed on the requisition to the new fiscal year and the requisition passes budget check.

IV. PROCESSING FY21 PRIOR AUTHORIZATION REQUISITIONS

- A. Requisitions for FY21 funded transactions, requiring Prior Authorization approval, may be entered in SMART starting on **June 1, 2020**.
- The Requisitioner or Agency Approver must type "FY21 FUNDED TRANSACTION" in the Justification/Comments field, and
 - Send an e-mail to bids@ks.gov identifying the Requisition ID that is to be FY21 funded.
- B. The assigned Procurement Officer will change the budget date on the requisition to reflect an FY21 date.
- C. Prior Authorization Requisitions must be processed in accordance with Information Circular 11-03 (located at: <http://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars>), **taking into consideration all recent information which has been provided regarding Prior Authorizations and the procurement process.**
- D. Note that any subsequent POs will fail budget check until FY21 budgets are loaded.
- E. Agencies should not assume that because a Prior Authorization was approved in prior years that it will automatically be approved moving forward. If competition exists, then the appropriate course should be to hold a bid event. Prior Authorizations should be the exception, not the rule and it is the agencies responsibility to justify the need for the exception and be prepared to move forward with a bid event if it is determined a Prior Authorization request will not be approved.**

V. PROCESSING FY20 PRIOR AUTHORIZATION REQUISITIONS

Requisitions for FY20 funded transactions, requiring Prior Authorization approval, must be entered in SMART and routed to this office as follows:

- If the amount is greater than \$100,000, the requisition must be routed to this office no later than noon on **Friday, June 5, 2020**. This is necessary in order to meet the statutory posting requirements of K.S.A. 75-3739. This requirement is mandatory.
- If the amount is \$100,000 or less, the requisition must be routed to this office no later than noon on **Friday, June 12, 2020**.

VI. PROCESSING FY21 REQUISITIONS FOR PRIOR APPROVED CONTRACTS

Requisitions for FY21 funded transactions for contracts that have been previously approved in SMART (for example, multiyear contracts, including leases) should be entered in SMART on or after July 1, 2020. If a requisition were entered prior to July 1, the requisition would have a budget date equal to the date of entry, which if entered before July 1 would create a FY20 encumbrance. Due to system controls, a budget date can only be changed by central users. Therefore, to alleviate the need for budget date changes on these requisitions, a grace period is allowed during the month of July to allow agencies time to enter encumbrances for the new fiscal year. No audit findings will be issued during July based on a comparison of service date or order date to the requisition date.

VII. CONSTRUCTION OR MAJOR REPAIRS AND IMPROVEMENTS

On any project **financed with funds which lapse on June 30, 2020**, preliminary work on plans and specifications should be started immediately with Design, Construction and Compliance (DCC). Construction Documents (100% complete) shall be received no later than **April 13, 2020** so plans can be reviewed for compliance and bids can be issued and submitted for advertising prior to or not later than noon **April 24, 2020**. The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts.

VIII. SCHEDULE FOR FISCAL YEAR 2020 PROCUREMENTS

- Requisitions for FY20 will be given priority over Requisitions for FY21.
- Should FY21 Purchase Orders be dispatched prior to July 1, no vouchers may be created from these POs until July 1.

If there are questions about the procurement process and its application to the instructions provided in this Information Circular, please contact the procurement officer who is assigned the commodity or service involved in your request. All Procurement Officer Commodity Assignments can be found on the Office of Procurement and Contracts web page (<http://www.admin.ks.gov/offices/procurement-and-contracts>).

Rick Beattie, Director of Procurement and Contracts